

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

January 28 - [City Council Meeting Agendas](#)

Looking Ahead

Monday, January 27: School Board, Parks & Recreation Board meetings

Tuesday, January 28: Special Council Meeting, Regular Meeting & Work Session

Friday, January 31: School Board retreat

Tuesday, February 4: Planning Commission work session

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- **LISTEN!** [Rouss Review](#) podcast
- **COMING SOON!** Defrost True Crime Podcast by WPD



The Winchester Police and Communications Departments are excited to announce a new true crime podcast, DEFROST, will launch in March 2020. The new podcast will feature Winchester's cold cases in hopes of bringing closure to those impacted as well as finding new leads. Hosted by Lt. Amanda Behan and retired Detective Craig Smith.

City Manager's Takeaways

Met with Public Services staff regarding possible options for the City's trash and recycling collection program. The options will be presented to City Council at the February 11, 2020 meeting.

City Council will hold a Special Meeting on Tuesday, January 28 at 5 pm (closed session) for the purposes of discussing next steps for appointing an interim City Manager and the recruitment/hiring process for the next City Manager.

Public Safety

Winchester Police

- Along with Mayor Smith, Sheriff Taylor and City Manager, attended meeting with the Consulate of Guatemala.
- Attended WISE school grant meeting, fire extinguisher certification class, CPR recertification, Apple Blossom planning meeting, Virginia Defense Force meeting, and Drug Court meeting.
- Attended SWAT, Crisis Negotiations, and Sniper trainings.
- Attended Standards and Best Practice Conference for NextGen 911 as well as Critical Issues Forum (topic: Health and Wellness for Dispatch).
- Reviewed and approved 12 massage parlor permits.
- Conducted C-CAP patrols and secured the Women's March.
- Reviewed career development policy.
- Attend the Youth Development Center's Superhero Breakfast.
- Finalized career development proposal after conducting additional research
- Working with communications department regarding addition of diversity information to the PD website
- Updated website with monthly stats.
- Crime stats:
 - Crimes against persons (felony) - 0
 - Crimes against persons (misdemeanor) - 8
 - Burglaries (residential) - 1
 - Burglaries (commercial) - 0
 - Property crimes: 18

Winchester Fire and Rescue

- Rescheduled ESCI site visit and postponed public input meeting to February 10 at 6 pm in the Jim Barnett Park Rec Center, Social Hall.
- Held ACLS recertification class for ALS providers during shift.
- Held burn building progress meeting with contractor - building is 99% complete. Inspection scheduled for January 27.
- Scheduled first training at the facility for January 28.
- Continue working on the training schedule for the first recruit class of 2020.
- Reviewed 60 applications for firefighter positions.

Police Activity	#
Calls for Service	719
Crash Reports	11
DUI/DWI	4
Alarms/False Alarms	28/28
Directed Patrols	53
Directed Patrols (OTW)	6
Extra Patrols	120
Extra Patrols (OTW)	0
Traffic Citations	38
Traffic Warnings	69
BWC requests	-
Special Events Permits Received/ Approved	5/0 17 YTD

Fire Activity	Fire Activity
Fire	1
Overpressure	0
EMS/Rescue	95
Hazardous Cond.	1
Service Call	7
Mutual Aid Given	9
Good Intent	3
False Alarms	7
Special Incident	1
Plan Review	1
Reinspections	10
Inspections	16

Emergency Management

- Attended Virginia Department of Emergency Management training in Culpeper for the two-day FEMA class (G775, EOC Operations).
- Met with Teltronics radio communications to re-program several portables and mobiles for Police and Fire.
- Issued weather alerts for potential storm event Friday and Saturday.
- Configured the Everbridge notification system for the upcoming Integrated Public Alerting and Warning (IPAWS) monthly test.
- Worked with Maryland public safety officials on configuring access to regional CCTV networks.

Development Services

Planning

- Staffed the January 21 Planning Commission meeting where the site plan for the Senior Living Center at the old hospital at 333 W. Cork Street was unanimously approved after a public hearing.. No further Commission or Council approval is needed prior to the Planning Director signing the site plan. The Commission also reviewed a small right-of-way vacation and conveyance request along Meadow Branch Avenue and forwarded it on to City Council recommending approval. The Commission received information from the City Zoning Administrator pertaining to a PUD density text amendment and pertaining to Short-Term Rentals.
- Continued work on the Comprehensive Plan update including revisions to Chapter 8 (Community Facilities) and Chapter 9 (Future Development). Started exploring graphic consulting services that will be sought for the exhibits in Chapter 9 and Chapter 11 of the Comp Plan.
- Started planning for a February 26 Rouss City Hall Reveal event with Communications Director and City Manager to showcase the improvements to City Hall. The event will replace any Rouss Day events planned closer to the February 11th birthday of Charles Broadway Rouss. Details of the open house and celebration will be posted soon.
- Began drafting an Urban Development Area (UDA) ordinance that will need to be acted upon by City Council by April 1, 2020 in order to improve transportation project scoring under VDOT's SmartScale rating system.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Economic and Workforce Development

- Attended Planning Commission monthly meeting.
- Continued working with our development partners on the Kent/Piccadilly and Towers redevelopment projects.
- Conducted two business retention/expansion efforts with Winchester businesses.
- Held monthly Economic Development Authority meeting - one loan package was presented and forwarded to the loan committee for recommendation.
- Attended Worlds of Work! planning meeting with regional partners.
- Conducted site research with Frederick County colleague for Virginia Economic Development Association membership meeting, to be held in Winchester June 9-10.

Arts and Vitality & Old Town

- Worked on design for upcoming OTW event season promotional material.
- Held weekly Old Town walkabout to connect with downtown merchants.
- Met with an arts non-profit director to provide grant-writing assistance and discuss progress on redevelopment efforts.
- Held weekly meeting with Old Town Advancement Commission leadership.
- Submitted annual Main Street report to Virginia Main Street.

Winchester/Frederick County Tourism

- Met with representatives planning a military reunion in Winchester of 85-100 veterans and their spouses for September of this year. Went over lodging, transportation and itinerary suggestions.
- Developed a collaborative bus group itinerary and plan with several regional partners to promote/entice bus groups visiting Northern Virginia to include a Loudoun/Winchester-Frederick/Shenandoah loop on their tours.
- Took part in a weekly update call with the creative agency who is developing the new Tourism ad campaign. Topics included next stages of the comparative analysis and marketing plans for use once the campaign is launched.
- Pre-recorded the January Tourism Tuesday episode for The Valley Today on The River 95.3. Topic was Winchester Brew Works performance events, arts initiatives in Old Town and First Friday details.
- Continued development of the 2020 Visitor Guide.
- Continued communications with several travel writers about upcoming 2020 story hooks.
- Received first-ever Spottswood Poles merchandise at the Visitor Center, custom magnets and post cards, that were created in collaboration with the Negro Leagues Baseball Museum.

Zoning and Inspections

- Completed:
 - 52 building permit inspections and issued 35 building permits (\$381,071)
 - 180 code enforcement inspections and initiated 42 new cases
 - 9 new business reviews (8 certificate of business, 1 certificate of home business)
 - 0 PDSP permits
- Removed 26 signs from the public right-of-way (YTD=48)

Permit #	Type	Address	Description	Value
20 00000004	PLBG	721 723 S KENT ST	REPLACEMENT FIXTURES	\$0
19 00003698	CHNG	124 W BOSCAWEN ST	A2 TO R5	\$100
20 00000005	PLBG	725 727 S KENT ST	REPLACEMENT FIXTURES	\$0
20 00000036	RREM	1516 STONE HOUSE CT	FINISH BEDROOM & BATHROOM	\$10,000
20 00000005	RREM	725 727 S KENT ST	INTERIOR REMODEL	\$30,000
20 00000040	RREM	516 HIGHLAND AVE	BUILD ADDITION ON REAR OF 2ND	\$30,000
20 00000055	RREM	373 PARKWAY ST	REMODEL MASTER BEDROOM/BATHROO	\$15,000
20 00000004	MECH	721 723 S KENT ST	REPLACE FURNACES	\$0
20 00000005	MECH	725 727 S KENT ST	REPLACE FURNACES	\$0
20 00000027	DEMO	914 BERRYVILLE AVE	REMOVE CUPOLA	\$2,500
20 00000030	BLDG	646 EWELL ST	(1) 120 GALLON PROPANE TANK	\$350
20 00000030	NGAS	646 EWELL ST	EXTERIOR LINE TO STUBOUT	\$350
19 00004310	NGAS	117 MORGAN ST	ADD RANGE AND SPACE HEATER	\$0
20 00000004	RREM	721 723 S KENT ST	INTERIOR REMODEL	\$30,000
20 00000036	PLBG	1516 STONE HOUSE CT	NEW FIXTURES	\$1,500
19 00004299	NGAS	568 570 N LOUDOUN ST	NEW APPLIANCES	\$1,200
19 00004315	SIGN	11 MEADOW BRANCH AVE	MONUMENT SIGN	\$10,000
20 00000059	NGAS	801 S WASHINGTON ST	REPLACE BOILER	\$900
19 00004285	RREM	940 ALLEN DR	ADD BEDROOM IN BASEMENT	\$2,000
20 00000060	PLBG	2624 CORNERSTONE CIR	REPLACE WATER HEATER	\$3,000
20 00000019	RREM	29 S CAMERON ST	SIDING, BASEMENT WALLS, PORCH	\$93,097

Permit #	Type	Address	Description	Value
19 00004315	BLDG	11 MEADOW BRANCH AVE	SIGN FOUNDATION	\$10,000
20 00000057	RREM	2611 STONEGATE DR	REMOVE DECK, BUILD ADDITION	\$89,000
19 00002730	NRRM	2701 PAPERMILL RD	ADD GARAGE TO EXISITING OFFICE	\$5,000
20 00000060	NGAS	2624 CORNERSTONE CIR	REPLACE WATER HEATER	\$0
19 00002730	CHNG	2701 PAPERMILL RD	ADD GARAGE TO EXISTING OFFICE	\$100
19 00004262	SIGN	14 16 S KENT ST	BLDG MOUNTED SIGN	\$2,574
20 00000056	RREM	625 S STEWART ST	REMODEL BATHROOM	\$2,500
20 00000037	RREM	361 PARKWAY ST	ADDING BATHROOM & BEDROOM	\$20,000
20 00000055	PLBG	373 PARKWAY ST	NEW FIXTURES	\$2,800
20 00000064	NGAS	2617 CORNERSTONE CIR	REPLACE GAS FURNACE	\$100
20 00000037	PLBG	361 PARKWAY ST	ADDING BATHROOM & BEDROOM	\$0
19 00003254	NGAS	733 TREYS DR	NEW FURNACE	\$0
20 00000059	MECH	801 S WASHINGTON ST	REPLACE BOILER	\$16,000
20 00000064	MECH	2617 CORNERSTONE CIR	REPLACE GAS FURNACE	\$3,000
Total:35				\$381,071

Public Services

- Met with consultant that will be completing the preliminary design of the proposed project to make improvements on Millwood Avenue between Mall Boulevard and Apple Blossom Drive to improve traffic flow.
- Reviewed solid waste and recycling program options with the City Manager. These options will be presented to City Council during Council's February 11 Work Session.
- Met with AT&T to discuss their proposed small cell installations within the city.
- Provided presentation to INSIGHT on Public Services and capital improvement projects.
- Repaired two water main breaks.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	6,703
Water service lines replaced (number)	0	368
Water meters replaced (number)	177	3,522
Sanitary sewer mains replaced/lined (linear feet)	14	6,410
Sanitary sewer laterals replaced (number)	0	102
Sanitary manholes replaced (number)	0	42
Sidewalks replaced (linear feet)	908	37,322
Sidewalks repaired (linear feet)	0	123,835

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	0	Lane miles
	Potholes repaired	0	0	#
	Mowing	0	0	Acres
	Miles of streets swept	77.60	111.90	Miles
	Tons of leaves hauled	15	45	Tons
Trees	Dead/diseased trees removed	4	13	#
	Trees trimmed	2	2	#
	Stumps removed	0	9	#
Traffic	Street signs Installed/replaced	23	25	#
	Pavement markings repainted (City)	0	26	Linear feet
	Pavement markings repainted (contractor)	0	0	Linear feet
Refuse & Recycling	Refuse collected	131.38	405.28	Tons
	Recycling collected	40.05	95.14	Tons
	Large item pickups	5	7	#
Transit	Total passengers	2,325	6,783	#
	Revenue miles pick up/drop off	3,865	10,546	Miles
	Revenue hours pick up/drop off	362.57	991.40	Hours
Utility billing	Payments processed	1,325	4,822	#
	New bills mailed out	0	3,365	#
	Water services turned off (non-payment)	0	23	#
Water treatment plant	Average daily water demand	5.50	5.52	Million gallons/
	Peak daily water demand	5.74	5.85	day

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Wastewater treatment plant	Average daily flow treated	7.55	7.09	Million gallons/
	Peak daily flow treated	9.67	9.67	day
Water distribution and wastewater collection	Water main breaks repaired	0	0	#
	Water meters read	1,056	4,839	#
	Fire hydrants flushed	0	0	#
	Sewer mains cleaned	0	343	Linear feet
	After-hours call outs	4	15	#
Engineering	Site plans reviewed	2	13	#
	Floodplain permits issued	2	2	#
	Utility as-builts reviewed	0	2	#
	Right-of-way permits issued	13	16	#
	Land disturbance permits issued	0	0	#
	Stormwater facility inspections	2	3	#
	Erosion and sediment control inspections	28	56	#
	Erosion and sediment notices to comply	0	0	#
Facilities Maintenance	Work requests completed	19	61	#
	Special events assistance	1	2	#
	Maintenance of pedestrian mall	32	91	Staff hours
Equipment maintenance	Total repairs completed	50	175	#
Winchester Parking Authority	Work requests completed	5	21	#
	Special events - assistance provided	0	2	#
	Vandalism or property damage issues	0	0	#
	New monthly rentals	4	8	#
	Monthly rental cancellations	1	7	#
	Total monthly leases in all autoparks	+3	1,143	#
	Available monthly spaces in all autoparks	-3	269	#
	Hourly parkers (all four garages)	2,466	6,394	#
	Park-Mobile transactions	789	1,916	#
	Meter violations	209	594	#

Parks & Recreation

- Accepted applications for Lifeguard, Child Care Assistant, Aquatics Specialist, and Assistant Director.
- Continued setting up Maintenance facility.
- Continued leak detection and repairs at the Outdoor Aquatics Facility.
- Continued hosting the high school swim season.

Social Services

- Received 88 Benefit Program applications: 32 SNAP, 45 Medicaid, 3 TANF, 2 VIEW, 2 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 6 Home Energy Assistance Program
- Provided case management to:
 - 3,809 Medicaid cases
 - 1,503 SNAP cases
 - 63 TANF cases
 - 19 Auxiliary Grant cases
 - 22 individuals receive VIEW services
 - 54 families/98 children receive Child Care Subsidy Assistance.
 - 324 Home Energy Assistance Program cases
- Met with VDSS Child Care Consultant regarding funding policy.
- Participated in a collaborative meeting with Frederick County Dept. of Social Services; Valley Health; Northwestern Community Services Board; Health Department; Healthy Families-NSV; and Infant Toddler Connection regarding how to best serve children that have been born substance exposed and their families.
- Intern from West Virginia University pursuing her Bachelor's in Social Work began this week.

Weekly Activity	#
Clients walk-ins/drop-offs	166/107
Child Protective Service referrals	7
Placed "on notice" for foster care entry by JDRC	9
Children currently in foster care/entered/exited foster care	53/0/0
Adoption subsidy cases/adoptions finalized	45/0
Child Protective Service (CPS) case management load	44
Benefit program fraud & overpayment referrals/investigations/recoupment claims	1/4/97
CPS family assessments & investigations of alleged maltreatment	64
Family Service intakes	4
Adult Protective Service referrals	3
Adult services case management load	9
Adult guardianships/cases	2/76
Adult Protective Service investigations/intakes	9/4
Family Services Prevention case management load	9
Uniform Assessment Instrument screenings	1
Interstate Compact on the Placement of Children (ICPC) case management	3

Communications

- Distributed the January 22 CitE-News issue. [View](#)
- Handled 7 media requests for City information and staff interviews; 4 inquiries for WPD.
- Finished one of Public Services' Safety videos and began editing the next one.
- Began advertising the new DEFROST podcast (slated for release in March) with a positive response. WPD Lieutenant and retired Detective will discuss cold cases in hopes of finding closure for those impacted and find new leads. The first case is an unsolved homicide.
- Finished designing the 2020/2021 Human Resources welcome brochure and sent it to HR for review.
- Redesigned the graphic for the WFRD Pubic Input Survey and posted event on social media and channel 6.
- Continue working on issues involving installation of new channel 6 equipment.
- Designed thank you ad for 275th anniversary celebration partners.
- Met with new community liaison helping with the City's 2020 Census public education initiative.
- Edited and uploaded videos of the January 14 Council meetings to the City's [online agenda portal](#).
- Edited draft records management policy and submitted to the City Attorney for review.
- Held third INSIGHT Citizen's Academy session with City Manager (The Big Picture) and Public Services Director (Infrastructure and Capital Projects).
- Met with City Manager and Planning Director on Rouss City Hall Reveal event to showcase the renovation and celebrate Rouss Day.
- Working with Emergency Management Coordinator on City's IPAWS certification and monthly testing requirements.

311 Requests Received	#
FOIA	5
New Recycling Bin	-
Missed Trash/Recycling Collection	-
Trash on Property	-
City Tree Issue	1
Traffic Signal Issue	-
Dead Animal in Road	1
Ask a Question	1
Stormwater Drainage Issue	-
Pothole	-
Street Light Out	1
Tall Grass	-
Water/Sewer Service	-
Citibot	-
Total/YTD	9/27

Date	City Press Releases
1/21	Teacher indicted on charges of inappropriately touching a student - read
1/22	Winchester Police Lieutenant to host true crime podcast - read

Date	Articles in <i>The Winchester Star</i>
1/20	Entrepreneur, former City Council member turns 100
	Superhero Breakfast brings universe's protectors to YDC
1/21	Your Views: Thank you, City Council
	Photo: Old Town Christmas tree comes down
1/22	Handley teacher accused of groping student
	Commission approves site plan for senior living center
	Photo: Wintry water scene (Jim Barnett Park)
1/21	Teacher indicted on charges of inappropriately touching a student - read
1/22	Winchester Police Lieutenant to host true crime podcast - read
	Helping your pipes cope with freezing temperatures - read
1/24	Church arson upset charged
	Handley teacher accused of groping student jailed
	Supervisor support bill to increase taxing authority

Support Services

Innovation & Information Services

- GIS - Interactive Maps:
 - Deployed new Tax Parcel Mapping application.
 - Created new sewer maps for Utilities field crews.
 - Started working on generating mailing addresses for water customers in Frederick County for the water meter/sidewalk project.
 - Updated School Bus Stop data and all services associated with these datasets.
- Implemented several fixes and enhancements for the Personal Property Tax billing program.
- Tested and prepped firewalls for deployment.
- Reviewed and changed all current OptiView document management security settings for compatibility to the new migrated application.
- Installed audio converter kit for AV system resolving audio transmission to Channel 6.
- Conducted VPN client rollout testing on mobile devices.
- Worked on Network connectivity issues at Middletown WTP.

Help Desk Requests	Count	Closed
Account Management	7	26
Applications	18	47
GIS	1	7
Hardware	8	20
Information Only	4	8
Infrastructure	3	10
No Action Required	5	13
Not Assigned	21	-
Procurement/Disposal	-	-
Reporting	2	1
Research	-	-
Total	69	132